

**Phoenix Program**  
**Process Definition – Accounts Payable**

**Revision#1: 06/03/99**

Process	<b><i>Travel Advance</i></b>
Process Number	<b><i>AP-015</i></b>

***Description of Process***

This process enables the user to record Advance and Travel Expense transactions in the PeopleSoft Payables Module. The Regular or Express along with the Adjustment voucher can be used to record these transactions. The initial advance is recorded as a voucher. The method to record the actual travel expense depends on if the Travel Advance is equal to, less than, or greater than the Advance. In order to record an Advance or Travel expense, the employee must be set-up as a vendor.

***Input to Process***

Regular or Express Entry Form

***Output of Process***

Postable or Recycled Voucher (Ready for batch processing)

***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

***PeopleSoft Panel Groups being Used***

Function	Panel Group
Use	Regular , Express or Adjustment Voucher
Reports	Posted Voucher Listing
Inquire	Voucher Voucher Detailed Charges Voucher Accounting Entries Payment Information
Process	Voucher Posting Request (Batch Only) Budget Update Request (Batch Only) Journal Generation (Batch Only)

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### ***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<p><b><u>Step 1: Receive Request for Travel Advance</u></b></p> <p>In accordance with agency Travel Advance procedures documentation is submitted.</p>	Agency
<p><b><u>Step 2: Determine Type of Voucher</u></b></p> <p>Depending on number of voucher lines and view preference the agency decides whether to utilize the Regular or Express voucher to record the original advance.</p> <ul style="list-style-type: none"> <li>Regular = vouchers lines with multiple distribution lines and the ability to view more than one at a time.</li> <li>Express = only one voucher line and ability to view only one line at a time.</li> </ul> <p>For more information, see the appropriate Business Process Definition.</p>	Agency
<p><b><u>Step 3: Enter Required Panel Data</u></b></p> <p>Access chosen voucher panel group. On the first panel of each group a vendor ID, invoice number, date and gross amount must be entered.</p> <p>If the invoice number or invoice date is not entered, the system could identify the voucher as a duplicate invoice. A duplicate invoice occurs when the invoice number, invoice date, and vendor ID are defined the same for multiple vouchers. As determined by the Agency, the date entered can be any unique, identifiable number that can be associated to each individual advance. If the invoice date is not entered, the audit trail back to the invoice is not captured and duplicate invoices may not be identified.</p>	Agency

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<p><b><u>Step 4: Enter Line and Charge Information</u></b></p> <p>On the Express voucher this information is located on the same panel as the Header Information. On the Standard voucher this information is located on a separate panel.</p> <p>Values for all chartfields must be entered or identified via pull-down displays and line amount must be entered for each line (additional lines can be inserted as needed).</p> <p>The required Chartfields are:</p> <ul style="list-style-type: none"> <li>• Account (SCOA)</li> <li>• Fund (Appropriation/GAAP Fund)</li> <li>• Org</li> <li>• Program Code (Fund Source)</li> <li>• Subclass (Object Class)</li> <li>• Project</li> <li>• Budget Year</li> </ul> <p>If program (Fund Source) distribution is required, access the speedchart field and select applicable distribution. Only current program distribution can be selected from the speedchart prompt.</p> <p>If prior program distribution percentages are needed, the Program Distribution Calculator must be used to determine these percentages. Effective date and project must be entered on the calculator to obtain desired distribution. The Program Distribution Calculator Panel is located on the Go Menu.</p>	<p>Agency</p>

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Process Description	Responsibility Agency/Centralized
<p><b>Step 5: <u>Process Advance</u></b></p> <p>A. Issue Advance</p> <ul style="list-style-type: none"> <li>The recipient of the advance must be established as a vendor.</li> <li>Process the advance voucher by entering a debit (positive amount) to an advance account. PeopleSoft will generate the credit (negative amount) to a payable account from the selected accounting template.</li> <li>During payment processing, a check will be issued based on the invoice date and payment terms. (See System Check Business Process Definition)</li> </ul> <p>These entries establish a debit balance in the advance account pending the reporting of actual expenses. There are two advance accounts: 125003 for Travel Advances-Continuous and 125004 for Travel Advances-One Trip; the Agency must decide which is applicable.</p> <p>B. Actual Expenses Received</p> <p>In order to relate and track the expense vouchers for a given advance an Adjustment Voucher should be used, and the Agency could record the Travel Form Number in the line description of the expense vouchers.</p> <p>Determine which of the following is applicable:</p> <p>1. Actual Expenses = Travel Amount</p> <p>To clear the advance account of the amount issued, a zero payable (gross amount = zero \$) must be established. This is accomplished by making the following one voucher line and two distribution line entry:</p> <ul style="list-style-type: none"> <li>The voucher line amount should be zero, the same as the gross amount.</li> <li>Distribution Line 1: A debit (positive amount) to an expense account(s) in the amount of the advance.</li> <li>Distribution Line 2: A credit (negative amount) to the advance account in the amount of the advance.</li> </ul> <p>PeopleSoft will generate a zero payable that will not be selected for payment; therefore, the voucher will not be marked as paid during payment processing.</p>	<p>Agency</p>

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<p>2. Actual Expenses &gt; Travel Advance Amount</p> <p>The amount of the recipient's actual expenses exceeds the amount of the advance issued and a reimbursement is owed to the recipient. To clear the advance and record the additional reimbursement due the traveler, a voucher must be created with a gross amount equal to the reimbursement amount.</p> <p>Process the voucher reimbursement by making a one voucher line with two distribution line entry:</p> <ul style="list-style-type: none"> <li>• The voucher line should equal the reimbursement amount, the same as the gross amount.</li> <li>• Distribution Line 1: A debit (positive amount) to an expense account in the amount of the actual expenses (this will exceed the advanced amount).</li> <li>• Distribution Line 2: A credit (negative amount) to the advance account in the amount of the advance.</li> </ul> <p>This entry will produce a payable for the amount of the reimbursement. Based upon the payment terms and invoice date, a check will be produced for the reimbursement amount.</p> <p>3. Actual Expenses &lt; Travel Advance Amount</p> <p>The recipient's expenses were less than the amount received on the advance; the traveler must return the difference. To clear the advance and record the additional receivable for the traveler, a voucher must be created with a zero \$ gross amount.</p> <p>Process the travel return by making a one voucher line with three distribution line entry:</p> <ul style="list-style-type: none"> <li>• The voucher line amount should equal zero, the same as the gross amount.</li> <li>• Distribution Line 1: Enter a debit to the expense account(s) in the amount of the actual expenses.</li> <li>• Distribution Line 2: Enter a debit to a receivable account in the amount that should be returned by the recipient.</li> <li>• Distribution Line 3: Enter a credit to the advance account in the amount of the advance.</li> </ul> <p>When a receivable is necessary, the information must be communicated to the agency Accounts Receivable Section. The agency must establish procedures for passing receivable information to their Accounts Receivable Section for the funds to be collected and the receivable cleared.</p>	

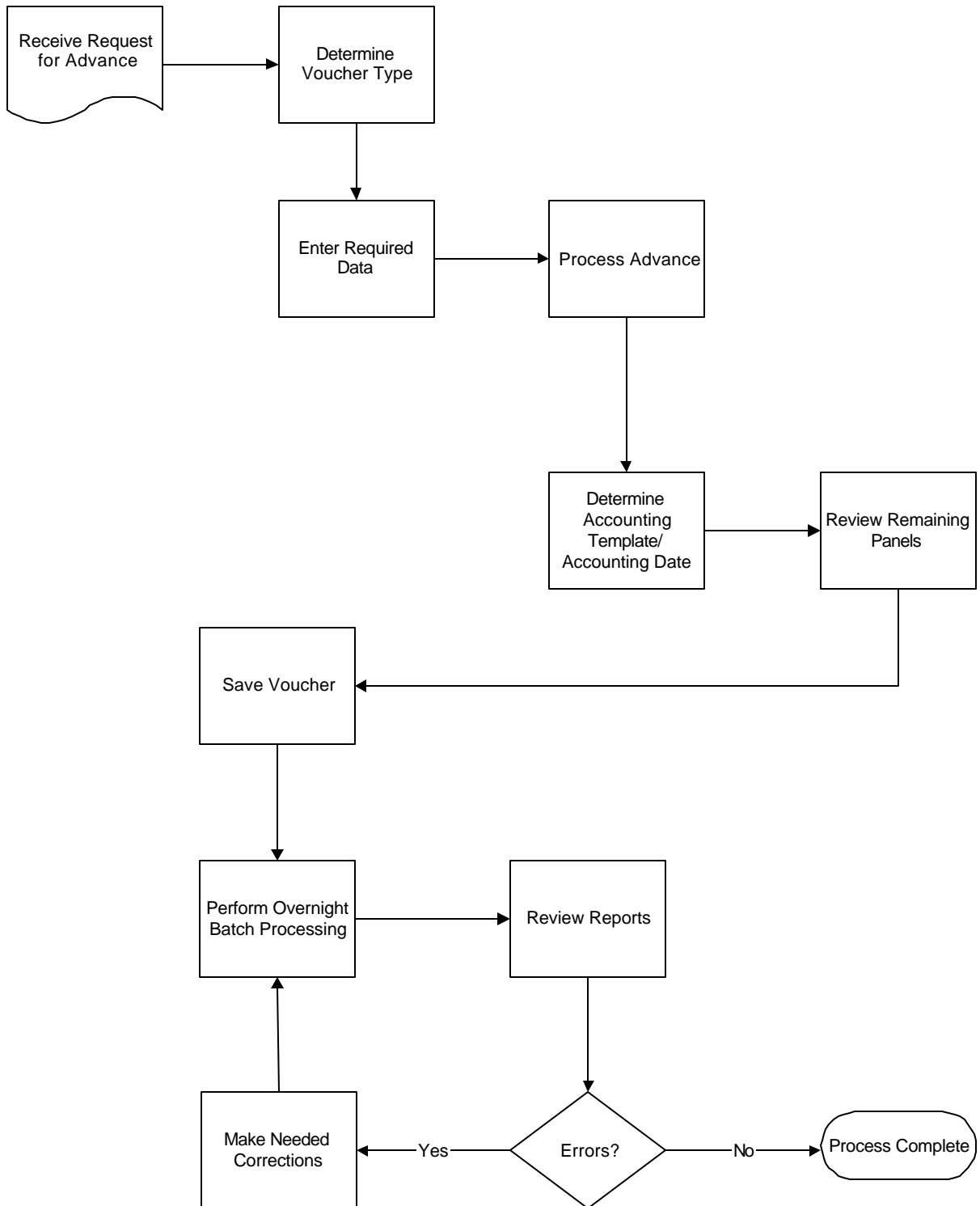
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<p><b>Step 6: <u>Determine Accounting Template/Accounting Date</u></b></p> <ul style="list-style-type: none"> <li>On the Accounting Information panel, select the Accounting Entry template based on the desired liability account.</li> <li>Accounting Date defaults to current date and determines when voucher will be posted in Accounts Payable.</li> </ul>	
<p><b>Step 7: <u>Review Remainder of Panels</u></b></p> <p>Display the remainder of the panels in the group and review all default values to determine if any changes are needed. The remaining panels are:</p> <ul style="list-style-type: none"> <li>Schedule Payments</li> <li>Record Payments</li> <li>Approvals and Matching</li> <li>Comment</li> </ul>	Agency
<p><b>Step 8: <u>Save Voucher</u></b></p> <p>To save a voucher click on the diskette icon or press "Enter".</p> <p>The following processing steps occur when a voucher is saved: the Voucher ID is assigned, status of the control group is updated, status for a one-time vendor is set to inactive, calculate and prorate discount and freight are prorated, net and discount due dates are calculated, scheduled pay date is determined, and 1099 withholding processing is performed if applicable.</p>	Agency
<p><b>Step 9: <u>Perform Overnight Batch Processing</u></b></p> <p>The following processes occur during overnight processing: Budget Checking; Voucher Posting; Journal Generation; and Report Generation.</p> <p>Payment processing may be invoked depending on payment terms (see Payment Process Definitions).</p>	Financial Systems Solutions
<p><b>Step 10: <u>Review Reports</u></b></p> <p>PS Rpt#                      Description (Priority)</p> <p>APS4002X              AP Daily Input (Mission Critical)</p> <p>APS4001X              Budget Exceptions (Mission Critical)</p>	Agency

### **Forms Used with Process**

None

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***Process Flow Diagram (if appropriate):***



**Phoenix Program**  
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**APPROVAL FORM**

<b>SIGNER</b>	<b>ROLE</b>	<b>APV</b>	<b>NOT APV</b>	<b>DATE</b>
Kay Reid	DOAS Project Lead			03-08-99
Charmane Miller	THG Project Lead			03-09-99
DD Cooper	Design Analyst			03-15-99